ATTACHMENT A

SUGGESTED LIST OF FUNCTIONS FOR THE
ASSISTANT FOR DATA PROCESSING

In executing the responsibilities listed in the ADP Committee Report on ADP

the Assistant for Data Processing, in coordination with appropriate Offices,

shall:

1. Personnel and Training

    -   Develop appropriate plans and policies with respect to

        effective acquisition, education, utilization of ADP

        personnel resources.

    -   Establish Agency standards for recruitment, selection,

        and placement and development of ADP personnel.

    -   Prepare job standards for measuring ADP employee

        performance and productivity.

    -   Establish ADP orientation programs for Agency manage-

        ment and training programs for ADP personnel.

2. Equipment and Services

    -   Serve as the principal Agency contact with the manufacturing

        and professional ADP community.

    -   Review and coordinate Agency R&D in the ADP field.

    -   Review and make recommendations on proposals and con-

        tracts for the acquisition of ADP equipment, ADP studies,

        or software (above dollar limits to be established).

- Develop criteria and standards for ensuring optimal
performance of ADP tasks throughout the Agency.

- Review and recommend the establishment of new computer
centers if justified and conversely the dissolution of old
centers if such conditions as new technology, organizational
change, economy, or operational effectiveness in mission
accomplishment so warrants.

3. Operations

- Coordinate inter-Directorate programs. Identify those programs
which cross Directorate lines and stimulate joint planning to
ensure system integration.

- Review and make recommendations concerning the development
of new ADP applications.

- Produce standards for management reporting about ADP and
computer center operation.

- Audit, monitor, and evaluate ADP operations in the Agency.

- Promote maximum sharing of ADP equipment, time, and
services throughout the Agency.